

**TOWN OF NORTHFIELD, VERMONT
PLANNING COMMISSION
April 15, 2019**

Meeting was called to order at 7:00 PM by Chair Hill-Eubanks.

- I. **Roll Call:** Present for the meeting were Commissioners Aaron Rhodes, Ruth Ruttenberg, and Laura Hill-Eubanks. Also attending was Brandy Saxton, planner from PlaceSense; Jeff Schulz (Town Manager), Julie Goodrich (Select Board), Dan Sivori, Mitch Osiecki.
- II. **Set/Adjust Agenda:** Add Executive Session to end of agenda.
- III. **Public Participation:**
- IV. **Executive Session:** Ruttenberg moved to enter Executive Session at 7:10 pm to discuss a personnel matter, in accordance with 1 V.S.A §313(a)(3), with Schulz, Goodrich, Sivori, and Osiecki present. Rhodes seconded. Motion carried.

Rhodes moved to exit Executive Session at 8:00 pm. Ruttenberg seconded. No action taken.

- V. **Town Plan Update:**
 - a. **Land Use and Resource protection chapter:** PC reviewed the Land Use map and Resource Protection chapter, which will include natural and cultural resources. Discussed adding sidebars to the chapter to include information on the Boards and public organizations that work on resources in town, such as the Historical Society and Recreation Committee. Hill-Eubanks will contact them to ask for materials. Also include the state Better Connections grant. Add in public sewer needs in the Falls as an objective. Brownfields Area Wide Plan information needed, as well as information on the Water St. River Park. Add Medical Center into the Utilities and Facilities chapter. The Energy and Resource Protection chapters need further review.
 - b. **Public Forum plan for May 7, 2019 in BPL:** Planner Saxton will facilitate a public forum on the newest draft of the Town Plan update, to be held at 6:30 PM in the BPL community room on May 7th. We should be able to get a full draft of the Plan out for public input at the forum.

VI. Work Plan: After the public forum on the plan is held, the PC will meet with Saxton at its May meeting to finish reviewing the Plan update. It would be a good idea to brief the Select Board before the Plan goes out for public hearings. The PC will be required to hold one public hearing and the Select Board will hold two, before the Plan can be approved. The current Plan expires September 7, 2019.

VII. Executive Session: Rhodes moved to enter Executive Session at 9:15 pm to discuss a personnel matter, in accordance with 1 V.S.A §313(a)(3). Ruttenberg seconded; motion carried.

Ruttenberg moved to exit Executive Session at 9:45 pm; Rhodes seconded. Motion carried.

The PC will send the Select Board its recommendation regarding the hiring of a town Zoning Administrator.

VIII. Approval of Minutes: February 18, 2019; March 2, 2019; March 18, 2019. Tabled.

IX. Other Business: PC is seeking two new members for appointment to the Commission. Public notices are being sent out this week and will be available on the town website Current Notices page, and Front Porch Forum.

X. Next Regular Meeting: May 20, 2019.

XI. Adjournment: The meeting was adjourned at 10:05 PM.

These minutes are subject to changes and approval at the next regular meeting, but are substantially correct.